

**JLMC Meeting
December 20, 2017, 9:30 a.m.
Administration Office**

Membership: Amanda Bibeau, Cantrece Forest, Jim Joseph, Lesley Kimball, Colin Lavery, Jake Lennon, Karen Richard

Agenda:

1. Review Minutes (9/2017) – <https://www.strathamnh.gov/town-employee-information/minutes/jlmc-minutes-09112017>
2. Safety Inspections:
 - a. Review inspection reports: identify deficiencies or potential preventative measures.
 - b. Compile draft Safety Report.
3. Recruitment: 1 new member needed.
 - a. Tavis Austin has agreed to join the committee as of 1/1/2018.
 - b. New chair will need to be chosen at the first meeting of 2018.
4. Ongoing Goals/Projects for 2018 (include on first agenda of 2018).
 - a. Review of Safety Program – In progress; see review schedule.
 - b. Establish Annual training:
 - i. Specific training (fire extinguisher use, active shooter, lifting) to offer?
 - ii. 2017 safety/wellness day – Colin, Jim
 - c. Employee communications
 - i. Create Safety Logo & awareness program – Colin
 - d. Select chairperson
5. Follow-up on safety issues (include on first agenda of 2018).
 - a. PD floor mats (hallways, sally port) – Amanda
6. Health/Wellness Coordinator Report
7. Other Business
8. Next Meeting: **TBD** Secretary will set date for first meeting until new chair is selected. [previous schedule was February, May, August, November]